



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TRANSPORT DRIVER I

Job Number: 20000427

Job Code: 10450V161016

Job Group: 1000 - SEMI-SKILLED & MAINTENANCE TRADES

Job Established: 08/16/2001

Job Revised: 10/16/2016

Grade: 08 Salary (MIN - MID):

\$10,204-\$13,517 - Hourly

\$1,658.16-\$2,196.52 - 37.5 Hr. Monthly Salary

\$1,768.70-\$2,342.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Operates vehicles that require Class B Commercial Drivers License and performs general maintenance activities. Operates peripheral equipment; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of experience in truck driving, stores experience or general maintenance experience.

Substitute EDUCATION for EXPERIENCE:

Additional truck driving, stores or maintenance experience will substitute for the education on a year-for-year basis.

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Additional education will substitute for the experience on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be 18 years of age. Must possess a valid driver's license and a valid Class B or Class A commercial driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure (s), certification(s) or other credentials. <http://transportation.ky.gov/drlic/>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Operates vehicles that require Class B Commercial Drivers License and related equipment as needed. Travels in-state to facilities to pick up and deliver surplus property and other materials or commodities. Delivers office equipment/furniture from central location to various areas within the state and other locations as the need arises. Using hand tools and power tools assembles and disassembles office equipment/furniture. Supervises the loading and unloading of the truck and participates in this activity. Maintains records of trucking receipts and shipping documents. Checks documents for accuracy. Checks supplies as they are unloaded to insure that there are no shortages or overages and has documents signed by the receiving agent. Makes minor repairs to trucks and equipment.

UNIQUE PHYSICAL REQUIREMENTS:

Work requires driving, heavy lifting (over 50 lbs.), bending and stooping.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Overnight travel required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.